

POLICY BULLETIN CHILD NUTRITION PROGRAMS

CCC-05-07

February 5, 2007

**SUBJECT: Issues Relating to Block Claims Submitted by Sponsored
Child Care Centers and Family Day Care Homes**

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The USDA extends the permission to meet the requirement for an unannounced follow up review, under certain circumstances, by evaluating and documenting the reason for a block claim prior to the facility's first submission of a block claim during the current review year.

Definition of the "Current Review Year"

The "current review year" is not defined as the federal fiscal year. The current review year can be any consecutive 12 month period defined by the Sponsoring Organization (SO) which can be:

- The Federal fiscal year;
- The State fiscal year;
- The calendar year;
- A 12 month period beginning on the provider's first day of operation; or
- Any other 12 month period defined or agreed to by the SA.

The USOE must be able to track the sponsor's facility reviews and make sure that the program requirements have been met.

Use of "Checklists" by Sponsor Monitors

When a sponsor monitor documents "valid reasons" for why a facility has submitted a block claim those reasons must be well documented and only apply to a specific facility. Because documentation needs to be recorded in detail a checklist does not give enough information to be supported. There must be additional information explaining why the monitor believes a block claim is valid. Therefore, checklists should not be used when determining "valid reasons" for submitting a block claim.

Starting Date of the 60-day “Clock”

Regulations state that the sponsor must conduct an unannounced review “within 60 days of the discovery of the block claim.” The 60 day clock must start on the day that the facility’s meal count is received by the sponsoring organization. Therefore, there needs to be evidence of when the claim was received.

If you have any questions, please call your assigned specialist.

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